

General Manager – Shepparton Festival

Position Description

Employment Type: Part-time (0.5 FTE – 2.5 days per week)

Location: Shepparton, Victoria (Hybrid work arrangements may be considered)

Reports To: Shepparton Festival Board

Staff: this role supervises two contracted staff and casual employees

About the Shepparton Festival

The Shepparton Festival is a vibrant, multi-disciplinary arts festival that celebrates creativity, community, and culture in the Greater Shepparton region. Through diverse artistic programming and engagement, the festival fosters connection, inclusivity, and local storytelling.

Position Summary

The General Manager (GM) is responsible for the operational and strategic leadership of the Shepparton Festival. Working closely with the Board, Artistic Director, stakeholders, and partners, the GM ensures the Festival's sustainability, financial health, and community impact. This role oversees funding and fundraising efforts, financial management, stakeholder relations, and logistical coordination to deliver art experience and engagement for the people of greater Shepparton.

Key Responsibilities

1. Operations and Strategy

- Develop and implement strategic and operational plans in alignment with the Festival's vision.
- Oversee the festival's planning, administration, and delivery to ensure efficiency and effectiveness.
- Manage risk, compliance, and governance in collaboration with the Board.

2. Strategic Stakeholder Management

- Build and maintain strong relationships with key stakeholders, including artists, government agencies, sponsors, funding bodies, community groups, and local businesses.
- Represent the Festival at meetings, industry events, and networking opportunities.

3. Volunteer coordination

- Grow and nurture the number of volunteers who support the Shepparton Festival and its events
- Identify opportunities to increase volunteer participation and satisfaction

4. Funding and Fundraising

- Identify and secure funding opportunities, including grants, sponsorships, and philanthropic contributions.
- Develop and maintain relationships with donors, funding bodies, and sponsors.
- Oversee grant applications, acquittals, and reporting requirements.

5. Finance and Administration

- Develop and manage the Festival's budget, ensuring financial sustainability.
- Oversee financial reporting, record-keeping, and compliance.
- Work with external accountants and auditors to ensure transparency and accountability.

6. Logistics and Festival Delivery

- Oversee festival logistics, including venue management, supplier coordination, and event operations.
- Ensure smooth delivery of festival programs in collaboration with the Artistic Director and production team.
- Support marketing and audience development strategies in partnership with the Festival's communications team.

7. Marketing and communication

- Overseeing marketing and communication for the Festival

8. Evaluation and reporting

- Evaluate the impact of Shepparton Festival events on the Shepparton Community and Artists
- Report on impact and outcomes
- Report on finances and operations to Board

Selection Criteria

Essential:

- Demonstrated experience relevant to role.
- Strong leadership and strategic planning skills.
- Experience in fundraising, sponsorship, and financial management.
- Excellent stakeholder engagement and relationship-building abilities.

- Strong organisational and problem-solving skills with the ability to work autonomously.
- Experience managing budgets, financial reporting, and governance requirements.

Desirable:

- Familiarity with the Shepparton region and its arts and cultural landscape.
- Experience working with not-for-profits or community arts organisations.
- Grant writing experience and understanding of fundraising opportunities relevant to the arts sector.

Employment Conditions

- This is a part-time position (0.5 FTE – 2.5 days per week).
- Salary \$85,000 per year pro rata + superannuation
- Flexible working arrangements may be negotiated, including hybrid work.
- Evening and weekend work may be required during the festival period.

How to Apply

Interested candidates should submit a cover letter addressing the selection criteria of no more than 2 A4 pages, along with a CV, to tim@rocketshop.com.au by 9 May 2025.

For further information, please contact Tim Winkler via email on tim@rocketshop.com.au

Administration Coordinator – Shepparton Festival

Position Description

Employment Type: Part-time (1 day per week (0.2 EFT))

Location: Shepparton, Victoria (Hybrid work arrangements may be considered)

Reports To: General Manager

About the Shepparton Festival

The Shepparton Festival is a dynamic, multi-disciplinary arts festival that brings together artists, audiences, and communities to celebrate creativity and culture in the Greater Shepparton region. The festival showcases diverse artistic expressions, fosters local talent, and provides a platform for storytelling and community engagement.

Position Summary

The Administration Coordinator plays a crucial role in supporting the smooth operation of the Shepparton Festival. This role provides administrative assistance, supports artistic programming, coordinates volunteers, manages enquiries, assists with media and marketing, and ensures accurate reporting. The Administration Coordinator works closely with the General Manager, Artistic Director, and other key stakeholders to ensure the festival's success.

Key Responsibilities

1. Administrative Support

- Provide general administrative support to the General Manager and Artistic Director.
- Maintain accurate records, databases, and filing systems.
- Assist with correspondence, scheduling, and document preparation.
- Support the organisation of meetings, taking minutes where required.

2. Artistic and Event Support

- Assist the Artistic Director in liaising with artists and coordinating artistic program logistics.
- Support event planning, scheduling, and communication with participants.
- Ensure artist and event information is accurately recorded and maintained.

3. Reporting and Compliance

- Assist in preparing reports for the Board, funding bodies, and other stakeholders.
- Maintain compliance documentation, including risk management and volunteer records.
- Support grant reporting and acquittals in collaboration with the General Manager.

4. Enquiry and Stakeholder Management

- Manage general enquiries via email, phone, and social media.
- Support communication with artists, partners, and community groups.
- Act as a key point of contact for volunteers and assist in their engagement.

5. Media and Marketing Support

- Assist in the coordination of marketing and social media campaigns.
- Support social media content creation and scheduling.
- Assist with the distribution of promotional materials and festival information.

6. Volunteer Coordination

- Recruit, train, and coordinate festival volunteers.
- Maintain volunteer rosters and schedules.
- Ensure volunteers are supported and engaged throughout the festival.

Selection Criteria

Essential:

- Strong administrative and organisational skills.
- Excellent written and verbal communication skills.
- Experience in stakeholder engagement and enquiry management.
- Ability to manage multiple tasks and work independently.
- Proficiency in Microsoft Office, Google Suite, and basic database management.
- Attention to detail and ability to maintain accurate records.

Desirable:

- Experience working in an arts, events, or community organisation.
- Familiarity with the Shepparton region and its cultural landscape.
- Experience in volunteer coordination.

Employment Conditions

- This is a part-time position (1 day per week).
- Flexible working arrangements may be negotiated, including hybrid work.
- Some evening and weekend work may be required during the Festival period.
- Salary \$65,000 pro rata

How to Apply

Interested candidates should submit a cover letter of no more than 2 A4 pages addressing the selection criteria, along with a CV, to tim@rocketshop.com.au by 9 May 2025.

For further information, please contact Tim Winkler via email on tim@rocketshop.com.au or phone on 0409 551 743.

Artistic Director – Shepparton Festival

Position Description

Employment Type: Part-time averaging two days per week (0.4 FTE)

Location: Shepparton, Victoria (Hybrid work arrangements may be considered)

Reports To: General Manager

About the Shepparton Festival

The Shepparton Festival is a dynamic, multi-disciplinary arts festival that brings together artists, audiences, and communities to celebrate creativity and culture in the Greater Shepparton region. The festival showcases diverse artistic expressions, fosters local talent, and provides a platform for storytelling and community engagement.

Position Summary

The Artistic Director (AD) is responsible for the creative leadership and artistic vision of the Shepparton Festival. Working closely with the General Manager, Board, and key stakeholders, the AD curates the festival program, commissions new work, and nurtures artistic partnerships. This role ensures that the festival remains artistically ambitious, inclusive, and relevant to the Shepparton community and beyond.

Key Responsibilities

1. Artistic Vision and Curation

- Develop and implement a compelling artistic vision for the Shepparton Festival that will grow engagement in the arts and the Festival in the Greater Shepparton region.
- Curate a diverse and innovative program that engages local, national, and international artists.
- Ensure the Festival reflects and nurtures the cultural and artistic identity of Shepparton and its communities.

2. Artistic Stakeholder Management

- Build and maintain strong relationships with artists, arts organisations, cultural institutions, and community groups.
- Engage with Indigenous and diverse communities to ensure representation and inclusivity in programming.
- Act as an ambassador for the Festival within the arts sector and wider community.

3. Programming and Commissioning

- Oversee the selection and development of festival events, performances, and exhibitions.
- Commission new artistic works and projects that align with the festival's vision.

- Ensure a balance of emerging and established artists across disciplines.
- Collaborate with partners to deliver co-presentations and touring opportunities.

4. Collaboration and Delivery

- Work closely with the General Manager to align artistic programming with logistical and financial considerations.
- Support funding applications by providing artistic rationale and program details.
- Provide input into marketing and audience engagement strategies.
- Oversee the artistic aspects of festival production to ensure high-quality delivery.

5. Event management

- Oversee delivery of Festival events, working within the allocated budget
- Plan and implement roles for volunteers to help deliver events
- Ensure risks are managed appropriately
- Capture data to demonstrate impact of Festival
- Logistics communication
- Venue Booking and Liaison
- Artist Support

Selection Criteria

Essential:

- Proven experience in artistic programming, curation, or arts leadership.
- Clear understanding of events and experiences that will engage a broad range of stakeholders in the Greater Shepparton community
- Strong knowledge of contemporary arts practice across multiple disciplines.
- Excellent relationships within the arts and cultural sectors, including with artists, presenters, and funding bodies.
- Demonstrated commitment to diversity, accessibility, and community engagement.
- Ability to develop and deliver a compelling artistic vision.
- Strong communication and collaboration skills.

Desirable:

- Experience in commissioning new work and supporting artist development.
- Previous experience in event programming.
- Understanding of funding and sponsorship processes in the arts sector.

Employment Conditions

- This is a part-time position (0.4 FTE – averaging 2 days per week).
- Flexible working arrangements may be negotiated, including hybrid work.
- Some evening and weekend work will be required, particularly in the lead-up to and during the Festival period.
- Salary \$80,000 pro rata

How to Apply

Interested candidates should submit a cover letter of no more than 2 A4 pages addressing the selection criteria, along with a resume, to tim@rocketshop.com.au by 9 May 2025.

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